

## CHILD SUPPORT SPECIALIST

A fulltime position in the Child Support Unit of the Juneau County Department of Human Services. Duties and skills include knowledge of investigative and court procedures, ability to maintain accurate accounting and bookkeeping procedure , ability to understand laws, rules pertaining to child support, paternity and medical support, ability to interview, complete and prepare detailed reports, orders and Judgments pursuant to court action or stipulation; ability to manage a computerized caseload, interpret financial information for clients, attorneys and court officials, and interpret and enter court order information. Must be able to work effectively with a variety of people. Qualifications include: high school diploma with training or experience in business, legal or paralegal work, tax preparation, or related fields is desired.

Starting salary: \$14.1234/hr with excellent fringe benefits.

Mail resume and application to:

Juneau County Department of Human Services

220 E. LaCrosse Street – Rm 23

Mauston, WI 53948

No later than: December 4, 2009

Applications available online at <http://www.co.juneau.wi.gov/>

AN EQUAL OPPORTUNITY EMPLOYER